

J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MINUTES

MEETING DATE: January 7, 2008

MEETING LOCATION: STORY HOUR ROOM

PRESENT:

- ✓ Kelly, Sandra
- ✓ Price, Robert, Chair
- ✓ Wrobel, Jack
- ✓ Fleckner, Marianne, Treasurer
- ✓ Diercks, Buffie (Elizabeth), Secretary
- ✓ Koester, Hajo
- ✓ Rainville, Ellen, Director
- ✓ Nolen, India, Assistant Director

ABSENT:

- ☐ Kelly, Sandra
- ☐ Price, Robert, Chair
- ☐ Wrobel, Jack
- ☐ Fleckner, Marianne, Treasurer
- ☐ Diercks, Buffie (Elizabeth), Secretary
- ☐ Koester, Hajo
- ☐ Rainville, Ellen, Director
- ☐ Nolen, India, Assistant Director

GUESTS:

I. CALL TO ORDER: 7:35 PM

II. SIGNING OF WARRANTS:

<i>Trust Fund</i>	<i>Description</i>	<i>Expenditures</i>	<i>Deposits</i>
Library Trustee Acct., #672			
All Purpose Trust Fund, #673			
Library Book Fund, #674			
Lecture Trust Fund, #675			
J. V. Fletcher Library Trust Acct., #676			
E.D.R. Cont. Education Trust Fund, #677			

III. MINUTES: 12-3-07

A. Approved as amended: Bob/Hajo 4-0-2

B. Drafts Pending: January 31, 2005; March 7, 2005

IV. APPROVAL OF TREASURER'S QUARTERLY REPORT:

A. Year-end Benefactors' Fund statement:

a. \$5300+ now deposited into fund in memory of Sam Frank

b. \$100 to memorial book and Gift Account

B. Update on Gifts to the Benefactors' Fund in memory of Sam Frank – we will speak to Lisa and Mike in the near future.

V. REPORT OF THE DIRECTOR:

- A. Personnel, staffing, and volunteers : reporting of various personnel medical and personal issues**
- B. Facility/Capital: completion of Phase II except delivery of a couple of items, heat pump and boiler replacement scheduling is being planned, lighting for reference and children's, back entry, etc.**
- C. Technology: MVLC and Atrion not currently moving forward due to town hall issues**
- D. Collections, Programming, and Services: fliers provided to trustees re. publicity releases such as magazine give away, story time, Mother Goose time, book bunch, pajama time, young artists, and Feb. School Vacation programs**
- E. Grants and Gifts: \$5490 in gifts to Benefactors' Fund in honor of Sam's memory**
- F. Administrative, Board, and Fiscal News:**
 - a. Skinner, Inc. came in Dec. to do final appraisal of books and documents in the historical and Social Library collection**
 - b. Review of Dec. 2007 warrants submitted**
- G. Marketing: work continues in areas re. the Marketing Plan**
 - a. update the Publicity Program Manual**
 - b. add media outlets to improve PR**
 - c. work on Readers' Advisory page**
 - d. prepare for web site transfer**
 - e. in January India will complete the Events pamphlet for a town-wide mailing – Trustees will be asked to pay for this printing ~\$2000**
- H. Professional News:**
 - a. Ellen will now be a member of a state-wide Directors' Essentials web site as requested by NMRLS – she will resign MLA Public Relations Committee**
 - b. Dina will now be on the MLA Public Relations Committee**
- I. Addendum items:**
 - a. Retirement of Kathy Hutchins 6/27/08 will require waiver of hiring freeze**
 - b. If Town Manager resigns, it may be good to have Trustees involved in the search process for a new one.**
 - c. FY09 budget will have a projected \$3M deficit – important that Library Budget not be moved to an override – risk of failure could lead to de-certification**
 - d. Need to monitor documents that will come out of the Comprehensive Master Plan Committee re. non-profit's relationship with Town**
- J. Trustees wished to commend the staff for the effective way they managed the Phase I and II improvements with little impact on the public. Especially noted was Dennis' hard work and good humor.**
- K. Approved: Sandy/Bob 6-0-0**

VI. REPORT OF COMMITTEES:

- A. Friends' Liaison Report (none)**
- B. Foundation Committee Report (none)**

VII. COMMUNICATIONS:
NONE

VIII. UNFINISHED BUSINESS:

- A. Capital/Facility Improvements update:**
 - 1. Library Dept. Municipal budget request for FY09 – see state form adjusted for FY09 budget cycle
 - 2. if we were recommended for closure, we would owe back the expansion funds to the state - ~\$600,000
- B. Library Improvement [Beautification] Project update**
 - 1. DRAFT budget/discussion for Phase III - trustees may need to cover more of Phase 3 than originally planned or Friends may need to fund-raise – may need to review this
- C. Schedule Facility Walkthrough – not yet scheduled**

IX. NEW BUSINESS:

- A. Approve Events Town-wide Mailing printing costs – trustees to pay for printing and friends will cover the mailing Approved: Jack/Sandy 6-0-0**
- B. Discussion FY09 Budget Direction; Master Plan**
- C. Discuss Trustees' Town Report Content – Bob will work on this with Ellen**
- D. Incumbents indicate Candidacy intentions: Kelly (no), Koester(undecided), Price(yes)**

X. ANNOUNCEMENTS:

- C. Note upcoming important dates:**
 - Jan. 31, 2008 Town Manager's Budget due BOS
 - Feb. 4, 2008 February Trustees' Meeting
 - Feb. 7, 2008 Trustees Annual Report due
 - March 3, 2008 March Trustees' Meeting

XI. ADJOURNMENT:

9:06 PM Bob/Sandy 6-0-0

Respectfully submitted, *Buffie Diercks*